**Attending Socializations:**

* At minimum, one CFS must be present at each county Socialization.
* The CFS will be available at minimum 30 minutes before and 30 minutes after the socialization to assist with access to building, agreed up setup, and cleanup.
* If a CFS is unable to attend their scheduled socialization, it is the CFS’s responsibility to find a substitute and inform the Socialization Specialist of the change.
  + If there is no one available to fill in, the socialization will be canceled and must be rescheduled.

**Providing Input:**

* Each CFS will discuss with their enrolled families any suggestions/feedback pertaining to requested socialization activities, resources, or information and document on the Monthly In-Kind form and provide this information to their S.S. in a timely manner.
* At minimum discuss family input quarterly, but also in a timely manner if it will impact an upcoming socialization.
* Discuss with S.S the best way to communicate enrolled family feedback.

**Remind App:**

* CFS is responsible for asking each enrolled family if they are interested in signing up for Remind Notifications. If the family is interested, the CFS will provide the proper support to assist family in signing up.
* Contact S.S. for the correct Remind Code.
* CFS is responsible for informing all families of upcoming Socializations.

**Quarterly meeting with county team and Socialization Specialist**

* Socialization Specialist and CFS’ in county will schedule a meeting every 3 months to complete the Quarterly CFS and S.S. Socialization Recap Form. (Found on Weebly)
  + Schedule the upcoming 3 months of Socializations.
  + Review form, EHS Monthly Home Visit Follow-Up/In-Kind Tracking.
    - Discussing sections-Socialization Ideas and Policy Council/Parent Advisory Committee.
  + Review most recent finalized TSGOLD data for the county to support PAT activities.
  + Review form, Socialization Task List. (Found on Weebly)
  + Discuss any other pertinent information.

**Calendar:**

\*It is the Support and Engagement Specialist’s (SES) job to send monthly calendar to CFS by the last full week of the previous month\*

* Collaborate with SES to update calendar monthly with dates of socializations, and local community events.
* CFS will distribute Monthly Calendar to each enrolled family.

**Policy Council:**

\*SES. will email monthly Policy Council notes to CFS’ to distribute to each family\*

\*S.S. will explain what Policy Council is during September Socializations\*

\*S.S. will be responsible for implementing the Parent Advisory Committee. One CFS must be present. \*

* CFS is responsible for informing their Policy Council Representatives of monthly Policy Council dates.
* CFS will provide monthly Policy Council Notes to all enrolled families.
* CFS will notify S.S of elected policy council representatives.

**Socialization Room:**

\*Due to the individuality of each county’s socialization space, the Socialization room responsibilities will vary. \*

\*Review Socialization Task Form on Weebly\*

* At minimum, the CFS County Team will be responsible for cleaning toys, vacuuming, removing garbage, etc. after each in-person socialization and swapping toys quarterly.

**Gift Cards/Credit Cards**

* Gas/Walmart Gift Cards:
  + CFS will continue to have Gas/Walmart cards to support families. CFS will bring gas/Walmart cards to Socialization.
  + S.S will have a set of Gas/Walmart cards.
* Walmart Credit Card
  + S.S. will be given their own card to purchase socialization items.